

IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN

JOB DESCRIPTION

- I. TITLE:
PUBLIC POLICY CHAIR

- II. TERM OF OFFICE:
Appointed by the President with Governing Board approval for a term of two (2) years and may succeed self in office once.

- III. PURPOSE:
 - A. To keep informed of current legislative, regulatory, or public issue activity.
 - B. To establish contact with legislators, public officials, and concerned groups to communicate the interests and legislative position of Iowa AEYC.
 - C. To disseminate information and help educate the Iowa AEYC membership on public policy issues affecting children.
 - D. To serve as a resource and assist the Iowa AEYC membership in advocating effectively through public officials and legislators.
 - E. To network with other organizations with similar interests.

- IV. REQUIREMENTS:
 - A. ***Shall be a Member of Iowa AEYC.***
 - B. Shall have the ability to keep informed of state and federal legislation, and regulatory issues, and to communicate these issues with recommendations for action to the membership.
 - C. Shall abide by the Bylaws of the Association.
 - D. Shall be willing to establish contact with legislators and other action groups and act as a source of information about the position of Iowa AEYC on specific issues.
 - E. Shall have flexibility and resources to travel to Des Moines periodically during the legislative session as an Iowa AEYC representative.

- V. DUTIES AND RESPONSIBILITIES
 - A. Will attend all Governing Board meetings in compliance with the Iowa AEYC Governing Board attendance policies and submit a written report detailing activities and issues pertaining to the position that have occurred since the last board meeting.

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- B. Will serve as the official Iowa AEYC Delegate to other organizations involved in advocacy efforts on behalf of young children and vote on behalf of Iowa AEYC.
- C. Will obtain direction from the Governing Board on legislative issues for which no Iowa AEYC position statement exists; may seek direction from the Executive Committee.
- D. Will supervise and facilitate the development of Iowa AEYC public policy goals and recommend action.
- E. Will seek legislative information from legislators (state and national), NAEYC, public information sources, and other public policy network systems.
- F. Will assist in the recruitment and training of Chapter public policy representatives and members for a Legislative Alert Network.
- G. Will keep the Governing Board informed and aware of public policy issues by means of an alert regarding proposed or adopted legislation and make recommendations to the Board.
- H. With the assistance of the Staff, will keep the Iowa AEYC Membership informed of public policy issues by means of email alerts and postings on the Iowa AEYC website.
- I. Will attend legislative workshops and plan advocacy workshops for the Association and for the community, educating them about the legislative process.
- J. Will establish contact with local, state, and federal legislators and other concerned groups.
- K. Will visit with local legislators and concerned groups by letter, phone, and in person to express Iowa AEYC's purpose, goals, and/or specific viewpoints regarding public policy issues.
- L. Will advocate overall for the needs and interests of young children and concerns of those who work with young children.
- M. Will promote the purpose, goals, and viewpoints of Iowa AEYC.
- N. Will promote Iowa AEYC and NAEYC whenever possible.
- O. Will maintain a notebook or file of the business of the office and pass it on to the succeeding Public Policy Chair.
- P. Will attend the NAEYC Public Policy Forum at no cost annually.

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- Q. Will review nomination forms submitted for Friend of Young Children, Educator of the Year, and Children's Champion Awards, and will make recommendations to the Governing Board concerning the nominations with the assistance of a committee comprised of Iowa AEYC members.
- R. Advocate following best practices and laws for nonprofit lobbying.